

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 19	
1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. W911SE-04-A-0005			2. DELIVERY ORDER/ CALL NO.		3. DATE OF ORDER/CALL 2004 Feb 23		4. REQ./ PURCH. REQUEST NO.		5. PRIORITY		
6. ISSUED BY SOUTHERN REGION CONTRACTING CENTER EAST ARMY CONTRACTING AGENCY 1301 ANDERSON WAY SW B130 FORT MCPHERSON GA 30330-1096			CODE W911SE		7. ADMINISTERED BY MARGARET P. STRANG INSTALLATION DIV 404-464-4167 FORT MCPHERSON GA 30330-1096			CODE F11S61		8. DELIVERY FOB <input type="checkbox"/> DEST <input checked="" type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR CANON USA INC JIM SHULMAN 2110 WASHINGTON BLVD SUITE 150 ARLINGTON VA 22204-5799			CODE 4J871		FACILITY		10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK Specified in Delivery Orders		
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY INDIVIDUAL DELIVERY ORDERS ISSUED BY INDIVIDUAL SITES OUTSIDE AND INCLUDING GA			CODE PAYDOS		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER		DELIVERY/ CALL		This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.							
		PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		SEE SCHEDULE									
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA TEL: 404-464-2779 EMAIL: fordh@forscom.army.mil BY: HEVEN FORD, JR.					25. TOTAL	
					Heven Ford Jr., CONTRACTING / ORDERING OFFICER					29. DIFFERENCES	
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE SIGNATURE OF AUTHORIZED GOVT. REP.					27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		28. DO VOUCHER NO.		30. INITIALS		
36. I certify this account is correct and proper for payment. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
									34. CHECK NUMBER		
									35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

Section A - Solicitation/Contract Form**BLANKET PURCHASE AGREEMENTH**

SOUTHERN REGION CONTRACTING CENTER- EAST
DIGITAL COPIER SERVICES
BLANKET PURCHASE AGREEMENT No. W911SE-04-A-0005
WITH CANON U.S.A., INC.

Pursuant to GSA Federal Supply Schedule (FSS) Contract Number GS-25F-0023M, Schedule 36, Special Item Number(s) 51-505, 51-100C, 51-100F, and 51-58. Canon U.S.A. Inc. agrees to the following terms of a Blanket Purchase Agreement (BPA) exclusively with the Army Contracting Agency, Southern Region Contracting Center East, (ACA-SRCC-East), Fort McPherson, Georgia.

1. SERVICES AVAILABLE UNDER THIS BPA.

The purpose of the BPA is to provide copier services on multiple service plan options (i.e. cost-per-copy, lease to own, or flat monthly rental) to various Department of Defense Agency installations/sub-installations to include tenants and supported remote sites. The services required include copier-printers, accessories, all consumable supplies (except paper), labor, all necessary maintenance and repair of equipment during normal duty hours, periodic preventive maintenance, and key operator training. The services required are as defined in the **attached** Statement of Work.

2. PRICING

This BPA will incorporate Federal Supply Schedule pricing, "range of offered discount percentage", or other discount terms, which will be used to order services identified under this BPA, as the bottom line percentage of discount off of the current GSA contract offered to the Government. Contractors should submit a price list for their proposed copiers that meets the minimum criteria established to be technically acceptable, identifies the service plan options proposed, and volume band(s).

PROPOSED DISCOUNT: 10% OFF YOUR CURRENT GSA CONTRACT, SCHEDULE 36, SPECIAL ITEM NUMBER(S) 51-100, 51-58, 51-100F, and 51-100C. (No additional discounts are offered on GSA promotions)

Imageware Systems, T/R Systems, 1R 110 and iR 150 Machines are excluded from the discount.

Canon maintenance and Premier maintenance plans under Special Item 51-57 are excluded from the discount.

3. DELIVERY

Delivery shall be in accordance with individual installation delivery orders and terms and conditions listed in the Statement of Work.

4. OBLIGATION OF FUNDS

This BPA does not obligate any funds. Funds will be obligated on individual installation delivery orders.

5. ESTIMATED VOLUME

The number of copiers provided through the use of the BPA is based on the individual installations needs and will be made known at the time of the individual installation's issuance of a request for quote or other communication tool.

6. TERM OF BPA

This BPA will be reviewed annually by the ACA-SRCC-East from date agreement is signed and will expire at the end of five years or sooner if determined necessary by the Contracting Officer. The BPA is established for a five year period.

7. AUTHORIZED BPA USERS

All Department of Defense Agency installations /sub-installations to include tenants and supported remote sites that are eligible to purchase through the GSA Federal Supply Schedule contract may be permitted to purchase services available under this BPA.

8. ORDERING

a. Ordering will be decentralized. The authorized installation contracting office will ensure that Section 803 compliance is met for all BPA orders. Authorized installations/sub-installations are defined as any Department of Defense Contracting office that has authority to obligate agency dollars. An ordering guide will be prepared to provide clear guidance on how to place orders against the multiple BPA(s). The ordering guide will be placed on the Southern Region Contracting Center East (ACA-SRCC-East) homepage (www.forscom.army.mil/aacc/copierBPA).

b. All orders issued will be fixed price.

c. Verbal orders are authorized but not encouraged as part of day-to-day operations.

9. INVOICES

The requirements of a proper invoice are as specified in the BPA holder's Federal Supply Schedule contract. Invoices shall be submitted to the address specified in individual installation delivery orders.

10. PAYMENT

Payment procedures are in accordance with the BPA holder's Federal Supply Schedule contract. Payment will be made by the address specified in individual delivery . The payment terms and payment method will be negotiated with each individual delivery order.

11. MODIFICATIONS

a. Administration of this basic BPA will be performed by the Southern Region Contracting Center East. Delivery order administration will be the responsibility of the individual installation issuing office.

b. Modification proposals to this BPA shall be submitted to the Southern Region Contracting Center- East, 1309 Anderson Way SW, Building 131, Fort McPherson, GA 30330-1096.

12. ADMINISTRATIVE REPORTING

a. The BPA holder shall provide a copy of all delivery orders to the Contracting Officer of the Southern Region Contracting Center within 7 days of delivery order award. They may be mailed to Southern Region Contracting Center-East, Attn: Installation Support Division (ISD), 1309 Anderson Way, SW, Fort McPherson, GA 30330-1096.

b. The BPA holder shall periodically be required to submit reports during the base and option years. The type of reports and their due dates will be identified in the individual installation delivery orders.

13. TERMS AND CONDITIONS

The terms and conditions included in this BPA apply to all services made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the contractor's invoice, the provisions of this BPA will take precedence. All disputes regarding individual delivery orders are to be referred to the delivery order Contracting Officer.

14. DELIVERY, INSTALLATION, REMOVALS, AND RELOCATIONS

- a. First time delivery of new copiers will be at no costs to the Government.
- b. First time installation of copiers will be at no costs to the Government.
- c. Removal of copiers that are not replaced by another volume band and not due to under-utilization or over-utilization will be made in accordance with the BPA holders GSA schedule prices.
- d. Delivery, installation, and/or relocation of a copier due to overuse or underuse that results in a copier volume band adjustment (up or down) within the first six months after installation will be at no charge to the Government.
- e. Any copier may be relocated by the contractor (after initial installation) one (1) time per BPA year at no charge to the Government. Thereafter, if that same copier is relocated, there will be no charge to the government provided government personnel perform the relocation under supervision of the contractor's technical representative. If contractor personnel perform the relocation, it will be at the contractor's current GSA published rate at the time of the relocation.
- f. A copier of one Volume Band replaced by a copier of another Volume Band as a result of a review for overuse or underuse shall be considered as an initial installation, and shall not be construed as the one allowable move previously specified. Relocation of copiers will be made by the contractor, except in cases where the contractor and the Government determine (prior to the relocation) that the relocation does not require trained moving or technical personnel.
- g. Relocations of copiers by the contractor shall be accomplished in three business days or less, after installation POC request.

15. CANCELLATIONS/REMOVALS

During the course of the BPA period, cancellation charges will not apply to individual locations in situations where:

- a. An installation/agency/office with equipment from the BPA is no longer funded
- b. An installation/agency/office with equipment from the BPA is permanently closed
- c. An installation/agency/office with equipment from the BPA no longer has a requirement for a copier (agency will not install a replacement copier from another source)
- d. The vendor's service is not meeting the terms and conditions of the delivery order

Cancellation charges for any copier-printer removed will be IAW the individual BPA holders GSA schedule. At no time during the contract will cancellation charges exceed four times the base monthly minimum copy charge, and four months charges for accessories, if applicable.

16. STATEMENT OF WORK

A statement of work describing the general scope, nature, complexity and purpose of the services is attached. A detailed statement of work that includes a description of the individual installations' copier needs will be included in each individual installations' request for quote.

17. TRAINING

Providing qualified and trained personnel to perform the required services IAW this BPA are the responsibility of the contractor. Resources to support training will also be provided by the contractor as required to maintain technical proficiency in the use of the copiers as required by the statement of work.

18. POST-AWARD COMPETITION.

This BPA is entered into in order to provide the Department of Defense with proven providers of the intended services and to encourage users to adopt best commercial practices to the maximum extent practical. All users of this BPA are still required to compete their requirements in accordance with Section 803 of Public Law 107-107.

The guidelines set forth below apply when the assigned Contracting Officer (KO) for the copier support services requirement competes services using this BPA as another source of competition.

Post-Award Competitive Process:

The following procedures should be followed if the decision to use the BPA as another source of competition is made:

- 1) The KO will ensure that competition is obtained when using this BPA contractor in addition to other sources.
- 2) The KO should involve all customers who generate the requirements, local legal advisor and any others as necessary in all aspects of this process.
- 3) The KO will provide a Statement of Work applicable for each requirement, with a point of contact (POC), to all competing contractors. Any additional instructions should also be provided.
- 4) The KO should allow adequate time, commensurate with the size and complexity of the requirement, for the contractor(s) to submit a proposal.
- 5) The KO should consider use of oral proposals and other acquisition streamlining procedures.
- 6) The KO will document the file as to the rationale for the selection.
- 7) The KO will document the file if competition is sought, but not received.

Section B - Supplies or Services and Prices

BPA Master Dollar Limit: \$500,000,000.00

BPA Call Limit: \$1,000,000.00

Period of Performance: 23-Feb-2004 to 22-Feb-2009

FSC Codes:

3610

D399

SECTION B INFORMATION

1. The Accounting classification will be provided in each individual installation delivery order.
2. \$0 funds are obligated with this BPA award.
3. CANON U.S.A. INC. PROPOSES THE FOLLOWING EQUIPMENT TO SUPPORT THE BPA Volume Bands:

Volume Band I:	iR2200G/DADF/Finisher J1G/Cabinet
Volume Band II:	iR2800G/DADF H1 Finisher J1G/Cabinet
Volume Band III:	iR3300G/DADF H1/Finisher J1G/Cassette Feeding Unit W1
Volume Band IV:	iR5000/DADF/Finisher F1
Volume Band V:	iR6000/DADF/Finisher F1
Volume Band VI:	iR6000/DADF/Finisher F1
Color MFD:	None offered for CPC or FRMF Plans

Section C - Descriptions and Specifications

STATEMENT OF WORK

C.1. GENERAL REQUIREMENTS:

Each model copier shall comply with all the general requirements stated below, plus those specific requirements applicable to the volume band provided for that copiers. During the course of the contract period, the vendor shall notify the government whenever an offered model is no longer available, e.g. discontinued production. The vendor must propose a substitute model it currently offers on the GSA BPA that meets or exceeds the requirements of the model no longer available, at the same price offered for the model it is substituting.

The compliance with the words "CAPABLE OF PRODUCING" in the monthly volume requirement for each volume band defines a machine that will regularly produce, as a minimum, the upper limit of the stated number of copies per month without excessive malfunctions, breakdowns, or repeat service calls.

Networked Digital Equipment provided under this program must meet DoD security accreditations, or obtain appropriate certification from appropriate installation's Information Assurance/Security officer.

C.1.1. GENERAL REQUIREMENTS APPLICABLE TO ALL EQUIPMENT

C.1.1.1. Each copier proposed must be models that are in current production as of the date the offer is submitted under the BPA. "Current production" means the equipment is being manufactured as new equipment for the United States market. No new placements will be equipment that has been converted to new model status or the like. All new placements will be current production.

C.1.1.2. Must be furnished as new and not have been used at any other time prior to delivery after the manufacturing process.

C.1.1.3. Must be capable of copying carbonless blues.

C.1.1.4. Must copy to within 3/16 of the leading edge of paper and to within 1/8" of the remaining three edges.

C.1.1.5. Must perform satisfactorily at any temperature between 50 and 90 degrees Fahrenheit.

C.1.1.6. Must perform satisfactorily at any relative humidity between 15 and 85 percent.

C.1.1.7. Must not contain either asbestos or polychlorinated biphenyls (PCB's).

C.1.1.8. Vendor must identify the presence of the following materials; beryllium or beryllium compounds and lithium or lithium compounds.

C.1.1.9. Must have the manufacturer's serial number permanently and legibly stamped or affixed on a major component in a readily accessible location. In addition, each copier shall be permanently and legibly marked in a conspicuous location with the manufacturer's name or trademark and model number of machine.

C.1.1.10. Must conform to the requirements of Underwriters laboratories (UL) Standard 114 or 1950.

C.1.1.11. Must be furnished with an operators' manual.

C.1.1.12. Must be furnished with a receiving bin for copies, unless an offset stacker is specified.

C.1.1.13. Must have the capability to copy pages of bound documents.

C.1.1.14. Must be capable of operating satisfactorily and providing acceptable copies on recycled paper conforming to the requirements of Commercial Item Description (CID) A-A-1912 and Joint Committee on Printing (JCP) Standard JCP 0-460.

C.1.1.15. Must be capable of producing copies on transparencies and gummed labels. Limitation of use of particular brands/stocks must be noted with offered model.

C.1.1.16. Must be equipped with a lighten/darken contrast control.

C.1.1.17. Must have a self-diagnostic system which indicates as a minimum, the following condition; (a) needs toner, (b) needs paper, and (c) paper mis-feed or jam.

C.1.1.18. Must feature a definite indicator of when the equipment energized. This may be with a special "power on" light or an appropriate indicator on the control panel.

C.1.1.19. Must be capable of operating on 115 Volt on 220 /volt, 60 Hz Ac electrical current. The vendor must cover all expenses for and obtain prior approval of the cognizant Government building manager for the following modification if required to utilized offered models:

- (1) rewiring of copier installation sites necessary to accommodate 220 volts models;
- (2) rewiring of models installation sites necessary to accommodate models that require a dedicated 115 volt circuit or that require receptacles other than National Electrical Manufacturers Association (NEMA)
- (3) installation of receptacle type(s) if required for equipment if not presently available at copier/copiers sites

C.1.1.20. Must have platens with a minimum of 8.5 " X 11" and be of the "flat-bed" type.

C.1.1.21. Must have a minimum of two preset reduction ratios, one of 64 +/-3% the size of the original and one of 75+/-4% the size of the original, and one enlargement mode of 120% (+10m -5) the size of the original

Copiers with one or more of the following features are acceptable;

- preset ratios; the ratios are input into the copier by the manufacturer and are quickly accessible by pressing the

- appropriate button (e.g. button labeled 64%, 75%, or 120%)

- Memory storage capability; copiers have several reduction/enlargement memories available to be programmed by the customer which the customer can easily program them into memory such that they are readily accessible at any time

- Automatic magnification; copiers can automatically sense the size of the original, and when the size of the copy paper is specified, can automatically set the necessary reduction/enlargement ratio

C.1.1.22. Must have a zoom feature allowing continuously variable reduction in increments no larger than 1%. The zoom feature shall, at a minimum, cover a range from 67% through 100%. Copiers shall have a zoom feature allowing continuously variable enlargement in increments no larger than 1%. The zoom feature shall, at a minimum, cover a range from 100% through 141%.

C.1.2. GENERAL REQUIREMENTS APPLICABLE TO DIGITAL MODELS/CONFIGURATIONS OF ALL BANDS VOLUME

C.1.2.1. When an item such as facsimile or networking is requested, all parts and accessories necessary to make these features operational will be included as a complete packaged item and priced as a packaged item, e.g. print controllers, memories, cabling, receiving trays, network or facsimile cards, etc.).

C.1.2.2. Digital Copiers that require facsimile: Copiers will come with the capability to send and receive facsimiles at a minimum of 400 DPI.

C.1.2.3. Digital Networkable Copiers: Copiers will have the capability to network to standard microcomputer networks. The contractor must supply all cables, connectors, print servers, receptacles and any such necessary type of accessories to provide service from available network ports to the location of the copiers. It is desirable that offered models support Novell Netware, Artisoft's LANtastic, Microsoft LAN Manager, Windows NT, Windows 2000, UNIX and any other Open Systems Network Architecture.

C.1.3. ADDITIONAL REQUIREMENTS APPLICABLE TO VOLUME BANDS I, II, III, IV, V and VI:

C.1.3.1. Paper supplies for copiers must be a paper tray (cassette) type or a stack feed type, and must meet the following conditions as appropriate for the type offered;

Paper Tray Types must:

Be furnished with a minimum of two trays. Additional trays are to be furnished to require the copiers to handle paper sizes 8.5" X 11", 8.5" X 14" and 11" X 17"

(2) Shall feed paper in the following sizes; 8.5" X 11", 8.5" X 14" and 11" X 17".

Stack Feed Types must:

(1) have a minimum of two stack feeds

(2) feed paper in the following sizes: 8.5" X 11", 8.5" X 14" and 11" X 17"

C.1.3.2. Copiers must be furnished with automatic document feeders (ADF's), which are capable of automatically feeding and inverting two-sided originals up through 8.5" X 17" in size.

C.1.3. 3. Copiers must have the capability to staple up to 25 sheets 60-pound paper.

C.1.4. SPECIFIC VOLUME BAND I REQUIREMENTS

C.1.4.1. Must have a minimum copy speed of 15 letter size (8.5" X 11") copies per minute.

C.1.4.2. Must be capable of producing at least 5,000 copies per month.

C.1.4.3. Must be furnished with the vendors' standard commercial cabinet base if the copiers are a tabletop design.

C.1.4.4. Must have a minimum of two paper trays furnished: one which supplies 8.5" X 11" paper and the other which supplies 8.5" X 14" paper. If neither of the trays is customer adjustable to accommodate 11" X 17" paper, a third tray shall be furnished to handle this size paper. The minimum capacity of each tray shall be 250 sheets.

C.1.4.5. Must be furnished with semi-automatic document feeders (SADF's), capable of accepting originals up through 11" X 17" in size.

C.1.4.6. Must be capable of fully automatic duplexing (two-sided copying) onto paper 8.5" x 11" up through 8.5" X 17" in size "Fully automatic duplexing" means that no operator handling of throughput or originals is required to obtain two-sided copies from one or two sided originals, once the originals are

inserted in the feeder and the start button is pressed. This feature necessitates that automatic document feeders be capable of automatically feeding and inverting two-sided originals up through 8.5" x 17" in size.

C.1.5. SPECIFIC VOLUME BAND II REQUIREMENTS

C.1.5.1. Must have a minimum copy speed of 25 letter size (8.5" X 11") copies per minute.

C.1.5.2. Must be capable of producing 5,000 copies per month.

C.1.5.3. Must be furnished with the vendor's standard commercial cabinet base if the copiers are a tabletop design.

C.1.5.4. Must have a minimum of two paper supplies shall be furnished with the copiers; one of which holds 8.5" X 11" paper and the other of which holds 8.5" x 14" paper. If neither of the trays is customer adjustable to accommodate 11" X 17" paper, a third tray shall be furnished to handle this size paper. The minimum capacity of each tray shall be 250 sheets.

C.1.5.5. Must be furnished with capability to automatically feeding originals up to 8.5" X 17" in size, and feeding originals either semi-automatically or automatically be furnished with offset stacking (sorting), having a minimum capacity to sort 10 sets of 20 sheets (8.5" X 11"), and the ability to receive copies up through 11" X 17" in size.

C.1.5.6. Must be capable of fully automatic duplexing (two-sided copying) onto paper 8.5" x 11" up through 8.5" X 17" in size. "Fully automatic duplexing" means that no operator handling of throughput or originals is required to obtain two-sided copies from one or two sided originals, once the originals are inserted in the feeder and the start button is pressed. This feature necessitates that automatic document feeders be capable of automatically feeding and inverting two-sided originals up through 8.5" x 17" in size.

C.1.6. SPECIFIC VOLUME BAND III REQUIREMENTS

C.1.6.1. Must have a minimum copy speed of 30 letter size (8.5" X 11") copies per minute.

C.1.6.2. Must be capable of producing 15, 000 copies per month

C.1.6.3. Must be furnished with the vendor's standard commercial cabinet base if the copiers are a tabletop design.

C.1.6.4. Must be furnished with a minimum of three paper supplies, of which one shall have a minimum capacity of 500 sheets of 8.5" X 11" paper.

C.1.6.5. Must be furnished with automatic document feeders (ADF's) capable of (1) automatically feeding originals up through 8.5" X 17" in size, and (2) also feeding 11" X 17" originals either semi-automatically or automatically.

C.1.6.6. Must be furnished with offset stacking having the ability to sort ten sets of 20 sheets (8.5" X 11") and the ability to receive copies up through 11" x 17" in size.

C.1.6.7. Must be capable of fully automatic duplexing (two-sided copying) onto paper up through 8.5" x 11" in size. "Fully automatic" means that no operator handling of throughput or originals is required to obtain two-sided copies from one or two sided originals, once the originals are inserted in the feeder and

the start button is pressed. This feature necessitates that automatic document feeders be capable of automatically feeding and inverting two-sided originals up through 8.5" x 17" in size.

C.1.7. SPECIFIC VOLUME BAND IV REQUIREMENTS

C.1.7.1. Must have a minimum copy speed of 45 letter-size (8.5" X 11") copies per minute.

C.1.7.2. Must be capable of producing 41,000 copies per month.

C.1.7.3. Must be furnished with the vendor's standard commercial cabinet base if a tabletop design.

C.1.7.4. Must be furnished with a minimum of three supplies, one of which shall have a minimum capacity of 500 sheets of 8.5" X 11" paper.

C.1.7.5. Must be furnished with automatic document feeders (ADF's), capable of (1) automatically feeding originals up through 8.5" X 14" in size, and (2) feeding 11" X 17" originals either semi-automatically or automatically.

C.1.7.6. Must be furnished with offset stacking to handle up to ten sets of 25 sheets (8.5" X 11") and the ability to receive copies up through 11" X 17" in size.

C.1.7.7. Must be capable of fully automatic duplexing (two-sided copying) onto paper up through 8.5" x 11" in size. "Fully automatic" means that no operator handling of throughput or originals is required to obtain two-sided copies from one or two sided originals, once the originals are inserted in the feeder and the start button is pressed. This feature necessitates that automatic document feeders be capable of automatically feeding and inverting two-sided originals up through 8.5"x 14" in size.

C.1.7.8. Must be furnished with on-line finishing (stapling), capable of stapling up to 25 sheets of 60-pound paper in a minimum of one position.

C.1.8. SPECIFIC VOLUME BAND V REQUIREMENTS

C.1.8.1. Must have a minimum copy speed of 55 letter-size (8.5" X 11") copies per minute.

C.1.8.2. Must be capable of producing 56,000 copies per month.

C.1.8.3. Must be furnished with the vendor's standard commercial cabinet base if a tabletop design.

C.1.8.4. Must be furnished with a minimum of three supplies, one of which shall have a minimum capacity of 500 sheets of 8.5" X 11" paper.

C.1.8.5. Must be furnished with automatic document feeders (ADF's), capable of (1) automatically feeding originals up through 8.5" X 14" in size, and (2) feeding 11" X 17" originals either semi-automatically or automatically.

C.1.8.6. Must be furnished with offset stacking to handle up to ten sets of 25 sheets (8.5" X 11") and the ability to receive copies up through 11" X 17" in size.

C.1.8.7. Must be capable of fully automatic duplexing (two-sided copying) onto paper up through 8.5" x 11" in size. "Fully automatic" means that no operator handling of throughput or originals is required to obtain two-sided copies from one or two sided originals, once the originals are inserted in the feeder and the start button is pressed. This feature necessitates that automatic document feeders be capable of automatically feeding and inverting two-sided originals up through 8.5"x 14" in size.

C.1.8.8. Must be furnished with on-line finishing (stapling), capable of stapling up to 25 sheets of 60-pound paper in a minimum of one position.

C.1.9. SPECIFIC VOLUME BAND VI REQUIREMENTS

C.1.9.1. Must have a minimum copy speed of 55 letter-size (8.5" X 11") copies per minute.

C.1.9.2. Must be capable of producing 71, 000 copies per month.

C.1.9.3. Must be furnished with the vendor's standard commercial cabinet base if a tabletop design.

C.1.9.4. Must be furnished with a minimum of three supplies, one of which shall have a minimum capacity of 500 sheets of 8.5" X 11" paper.

C.1.9.5. Must be furnished with automatic document feeders (ADF's), capable of (1) automatically feeding originals up through 8.5" X 14" in size, and (2) feeding 11" X 17" originals either semi-automatically or automatically.

C.1.9.6. Must be furnished with offset stacking to handle up to ten sets of 25 sheets (8.5" X 11") and the ability to receive copies up through 11" X 17" in size.

C.1.9.7. Must be capable of fully automatic duplexing (two-sided copying) onto paper up through 8.5" x 11" in size. "Fully automatic" means that no operator handling of throughput or originals is required to obtain two-sided copies from one or two sided originals, once the originals are inserted in the feeder and the start button is pressed. This feature necessitates that automatic document feeders be capable of automatically feeding and inverting two-sided originals up through 8.5"x 14" in size.

C.1.9.8. Must be furnished with on-line finishing (stapling), capable of stapling up to 25 sheets of 60-pound paper in a minimum of one position.

C.2. COLOR MULTIFUNCTIONAL DEVICE

C.2.1. Must have a minimum copy speed of 20 copies (8.5"X11) copies per minute.

C.2.2. Must have embedded controller with finishing capabilities (with optional binder).

C.2.3. Must be minimum 128 MB.

C.2.4. Must have an automatic document feeder and duplexing capabilities and a minimum of three paper drawers.

C.3. CRITICAL MACHINES

C.3.1. Critical machines will be designated for the purpose of responding to calls for maintenance. It is anticipated that no more than 15% of the total number of machines provided under this contract will be designated as critical. Specific locations for critical machines will be specified in the purchase order.

C.4. CONSUMABLE SUPPLIES

C.4.1. All consumable supplies, excluding paper, but including staples for use in devices offered to meet automatic stapling requirements.

C.4.2. In order to insure the ready availability of consumable supplies, the vendor is required to establish and maintain a full stock of all such supplies as described for the various locations covered by the resulting contract. Government space for this stock or office use will be provided at Installation Management Agency's various locations i.e. a supply cabinet or cupboard. The Government shall not be responsible for either the inventorying or issuance of the vendor-furnished supplies.

C.4.3. On or about the same day of each month, the vendor will insure that each copier is furnished with sufficient consumable supplies, (excluding paper), to produce a volume of copies equal to that stated as the upper limit of the volume band for that particular copiers. In addition, the vendor must respond to verbal requests for additional consumable supplies under the following conditions:

C.4.3.1. Orders for additional consumable supplies will be made by the key operators.

C.4.3.2. Orders shall state the location and serial number of the machine for which the additional supplies are being ordered.

C.4.3.3. The vendor must deliver additional consumable supplies within a period of twenty-four hours after receipt of verbal order.

C.4.4. Supplies from the vendor shall be delivered between 7:30 a.m. and 4:00 p.m., Monday through Friday (excluding Federal holidays) directly to the copier location.

C.4.5. The vendor will furnish one designated point of contact for IMA, and one designated point of contact for subordinate organizations for coordination of supplies, delivery, and or maintenance.

C.5. PARTS/SUPPLIES AVAILABILITY

C.5.1. The vendor shall have an inventory of parts and consumable supplies in quantities sufficient to service the resulting contract. The vendor must have an inventory system and delivery system for the parts and consumable supplies. The inventory and delivery system must be sufficient to service the contract in accordance with the maintenance and supply delivery response times specified in paragraphs.

C.6. MAINTENANCE

C.6.1. Preventive Maintenance: The vendor will provide at a minimum, one yearly service call as a preventive maintenance service to ensure that the copiers furnished are maintained in good working condition. Such preventive maintenance shall be in accordance with the manufacturer's recommendations and will be equal to maintenance, which is provided to commercial customers for the same models of copiers.

C.6.2. Response to Service Calls: The vendor will respond to service calls during normal working hours, Monday through Friday, excluding holidays observed by the Federal Government. The vendor must respond to verbal service calls within four (4) working hours after notification of malfunction. Service calls for machines identified as critical shall be responded to within 2 working hours. The response time on a service call starts when the authorized personnel of a participating agency/activity places a service call to the vendor. The service technician will report to the agency/activity requesting service and notify them of his/her arrival and verify the problem for which the service call was made. After the call is completed, the service technician will contact the service requester, key operator, or any government employee within the office, whether or not service is completed satisfactory.

C.6.3. The vendor must provide a toll-free telephone number for service calls which must be answered during at least eight working hours, between 7:30 am and 4:00 pm, Monday through Friday, and manned in such a way that the caller will not be "on hold" for more than three minutes in the process of reporting a service requirement.

C.6.4. Each copier furnished must perform at an effectiveness level of 90%. The effectiveness level for the machine is computed by: One (1) minus the total number of hour's downtime, divided by the total production time in the month. Total productive time shall be computed by multiplying 8 hours per day by the number of working days in the month (weekend and federal holidays excluded). If the monthly effectiveness level is 90 percent or higher, there is no credit due under this provision. Failure of any particular copiers to achieve a monthly effectiveness of 90% shall entitle the government to unilaterally take credit against the monthly billing for each day the equipment is inoperative. The credit shall be a percentage amount of the average monthly cost of the machine, which shall be determined by subtracting the actual percentage of effectiveness level attained during the month from 100. If a machine operates at less than 90% effectiveness level for two consecutive months, the vendor must replace the machine.

C.6.4.1. Example of the effectiveness level formula: If a machine was down for 20 hours in a month that has 168 hours of total productive time, the percentage downtime would be 11.9% (20 hrs/168 hrs), the effectiveness level would be 88.1% (100%-11.9%). In this instance, the credit due the government would be 11.9% against the average monthly billing for the machine. If the effectiveness level was 90% or higher, no credit is due to the government.

C.7. TECHNICAL MAINTENANCE SUPPORT

C.7.1. The vendor must have sufficient management and qualified dedicated technicians to service the copiers. The vendor must have a crew of qualified and trained service and delivery personnel in sufficient numbers to service and support the requirements under contract within the specified response times.

C.8. REPLACEMENT AND BACKUP EQUIPMENT

C.8.1. Replacement copiers are those that are installed in place of malfunctioning copiers. They are intended to remain in place for the remainder of the contract period.

C.8.2. Backup copiers are those that are installed in place of malfunctioning copiers in order to provide temporary relief until the original equipment is repaired or until replacement copiers is installed.

C.8.3. Replacement or backup equipment is in addition to the Government's rights to take credits, (See C.6.).

C.8.4. Replacement Copiers-Printers: During the contract period, should the repair record of any copiers reflect a downtime of 10% or more of the normal working days in one 30-day period, a determination will be made by the COR to replace the initial copiers with a new copiers, or to have the vendor's management representative certify on the repair record that sufficient repairs have been made to preclude additional abnormal breakdowns. In those cases where a copier, having been certified as above, continues to suffer an abnormal rate of breakdowns for two consecutive months, the vendor must provide a replacement". The responsibility for maintaining copiers furnished is the sole responsibility of the vendor.

C.8.5. Back-up Equipment: The vendor will make available backup equipment for each volume band. When a copier cannot be repaired within 16 working hours after a satisfactory response to notification of any malfunction, it will be the option of the COR to request backup equipment. Back-up equipment can only be requested by the COR. If requested, the vendor must have the capability to deliver backup equipment within sixteen, (16) working hours of notice. Backup equipment must meet or exceed the capabilities of the basic machine to be replaced (with the exception of facsimile and networking capabilities), at the same cost rate for the location. Backup equipment may only remain in place for a maximum of 80 working hours. By the expiration of this time, if the original machine has not been

repaired, the vendor must provide a replacement machine of the same make and model, or better, as the original copiers upon removal of the back-up machine. It will be the vendor's responsibility to provide the COR with the serial number, location, and model number of the replacement copier/copiers.

C.9. KEY OPERATOR TRAINING/NETWORK TRAINING AND TECHNICAL SUPPORT

C.9.1. The vendor shall provide proper training for key operators, up to ten students per session, for each activity/location participating under the resulting contract. The training provided shall demonstrate how to operate the copiers and shall be on the following basis:

C.9.1.1. At the time of or prior to the installation of each machine.

C.9.1.2. When notified by the COR, the vendor shall supply additional key operator training for on an "as needed" basis within 2 working days of such request. This additional training is required to maintain qualified key operators when personnel relocate, retire, etc. It is estimated that there will be no more than 10 instances per contract year at each location (after initial training) that may require additional training.

C.9.1.3. FOR DIGITAL NETWORKED MODELS ONLY: In addition to the key operator training, the vendor shall provide each activity 2 hours technical support for each digital copier installed. The 2 hours technical support will be in aggregate, rather than individual, (e.g. 100 digital network copier installs equals 200 hours technical support). The aggregate number of support hours will be managed by the COR at the Installation, Camp, Station and can only be requested by the COR.

C.10. PERSONNEL QUALIFICATIONS

C.10.1. The vendor is expected to provide a crew of qualified and manufactured trained service, delivery and management personnel in sufficient numbers to actively and efficiently service and support the scope and population of copiers placed during the contracted period. The vendor must designate a project manager who will be empowered to make daily decisions to ensure that the contract implementation and day-to-day operation is as smooth as possible. Additionally, the vendor must have prior and similar work experience in supporting a copier program that demonstrates the company's ability to service this type of contract. This can include similar commercial experiences of this nature.

C.11. EQUIPMENT DEMONSTRATION

C.11.1. During installation, the vendor must demonstrate that the copier is properly working. This demonstration must be accomplished pursuant to the operating instructions furnished with each copier. Upon satisfactory completion of this demonstration, the COR or key operator authorize to accept equipment under this contract will sign the acceptance document.

C.12. SECURITY

C.12.1. Access to classified information is not a requirement of the contract. However, due to the sensitive nature of equipment and data present in particular areas, the vendor may be obligated to obtain and maintain special badges for all personnel associated with the contract. As a minimum, such conformance may require all on-site personnel to be subjected to the following: (1) verification of U.S. citizenship, (2) completion of Personal Information Sheet, (3) interview, (4) local record checks (available personnel, base or military police, medical and security records) conducted, (5) local public agency inquiry, and (6) National Agency Check (NAC) to determine trustworthiness. Escort will be provided as required in sensitive work areas. The BPA is not considered classified.

C.12.2. Special Copier Functions: The vendor will identify all software associated with performing the following functions and provide descriptions on how copiers perform these functions and all associated costs:

C.12.2.1. Scanning: (a) scan to digital file (b) Scan to desktop (c) Scan to e-mail (d) Software to convert files to editable documents.

C.12.2.2. Copier Management: (a) Cost Accounting/Billing Process (b) Remote Access (c) Cross leveling workload between connected copiers.

C.12.2.3. Upgrading Stand Alone Digital Copier to Network Digital Copier

C.13. PHASE-IN

C.13.1. Phase-In/Transition refers to a 30-calendar day's period prior to the contract or task order start date. This period of time is allocated for the receipt of copier equipment under the new contract to be placed in a staging area (if available) designated by COR. The vendor will provide all resources required to ensure a smooth transition from the incumbent vendor, in accordance with the contract requirements. The government requires the maintenance of customer support with minimal interruption to operations during this period.

C.13.2. Personnel Resources: The vendor shall be required to provide sufficient personnel during the transition period to work with the ordering activity and the incumbent vendor in scheduling for the removal/replacement of copiers. This requirement includes, at a minimum, a central contact point as well as the technicians necessary to properly install all equipment in accordance with the vendor requirements in a timely manner. The phase-in/transition period will also require sufficient personnel to accomplish such tasks as receiving orders, staging equipment, installing equipment, and training personnel. To minimize customer disruption, it will be important to complete all initial installations as quickly as possible.

C.14. PHASE-OUT

C.14.1. The vendor shall provide all resources required to ensure a smooth transition period, in accordance with contract requirements. The government intends to sustain a maximum level of customer support during this period. The vendor agrees to the performance requirements of the contract until all of the new copiers have been installed. The contractor will be reimbursed at the contract rate for all time exceeding the contract period in which equipment must remain. The incumbent vendor will be required to cooperate fully with the new vendor to assure a smooth transition period. This cooperation includes, but not limited to, tasks associated with the prompt removal of copier equipment from all locations as requested by COR.

C.15. OWNERSHIP OF COPIER/COPIERS

C.15.1. Title to equipment provided under this contract shall remain with the vendor. All accessories furnished by the vendor shall accompany this equipment when returned to the vendor. While the copiers are installed on the government premises, the vendor shall assume all responsibility for loss or damages to copiers except for loss or damages caused by the negligence or willful act of the Government.

C.16. VOLUME BAND SELECTION, REPLACEMENTS OR TRANSFERS

C.16.1. The Government shall make every effort to ensure that the placement of copiers, by volume band classification is directly related to the estimated average monthly volume of copies produced at a given site. The vendor may recommend the replacement of a volume band copier, which is underutilized for three (3) consecutive months. The recommendation must be in writing, including the usage of the copier, which is being recommended for replacement or transfer. The recommendation shall be made to the COR. The COR will notify the vendor of the decision within 30 days if the under utilized machine will be replaced or transferred. If it is determine that the machine will be replaced or transferred, the vendor

will be given thirty days to comply with decision. The final decision, however, as to the volume band of the machine appropriate for any site shall be solely that of the COR.

C.17. CONFIGURATION ADJUSTMENTS

C.17.1. The Government reserves the right to upgrade or downgrade equipment configurations within a volume band, (e.g., adding facsimile or networking capability), for each delivery order at no additional cost for de-install or install charges, (in addition to relocations based on fluctuation in the monthly volume). Therefore, any copiers may be upgraded or downgraded to a different configuration (after initial installation) one (1) time at no charge to the Government, in addition to any relocation made based on fluctuation in the monthly volume.

C.17.2. The vendor will be notified in writing by the COR of intended equipment configuration replacements, which shall take place within 30 days of the notification. The unit price per copy of the existing volume band and configuration will be replaced with the unit price per copy specified under the contract for the new volume band/configuration. Thereafter, each additional installment or de-installment will be at the contractor's current published price rate at the time of de-install or install of equipment.

C.18. RELOCATION OF COPIERS/COPIERS

C.18.1. The government reserves the right to relocate copiers furnished under resultant contract. The COR will make every effort to insure that the vendor is provided with an accurate list of copiers installations. However, during the course of the contract, copiers' relocations may be necessary. Therefore, any copiers may be relocated (after initial installation) two (2) times per contract at no charge to the government. Because some activities may need to relocate due to reorganization, office remodeling, etc., while other activities may not be required to be relocated during the contract, these moves may be taken in aggregate (100 copiers equal 200 relocations at no charge). If the vendor's personnel perform a relocation that is chargeable, it will be at the vendor's current commercial published rate at the time of the move. One volume band of copier replaced by another volume band of copier as a result of a review for overuse or under use shall be considered as an initial installation, and not be construed as relocation. The relocation of copiers will be made only by the vendor, except in cases where the vendor determines (prior to the move) that the relocation does not require trained moving technical personnel. This must be agreed to by the COR. There will be no charge to the Government if activity personnel do the moving, supervised by the vendor's technical representative, and prior to the move, the vendor performs whatever adjustments to the equipment is necessary. However, government personnel are not allowed to relocate a copier when lifting is involved, or if the copiers must be moved from one level to another. Moves will be limited to geographic location within a 100-mile radius.

C.18.2. The vendor will be notified by the COR of intended equipment moves, which shall take place within four workdays of the notification. The vendor will be provided with the new location at this time.

C.19. INTRODUCTION OF NEW MODELS

C.19.1. At any time during the resultant contract period, should the vendor introduce new or improved models of copiers as replacements for models initially supplied under the resultant contract, the vendor shall be allowed to propose the substitution of such new models. Such a proposal shall be made to the COR in writing. Any proposed new model offered must be of equal or greater capability as the model to be replaced, and must be available on the GSA BPA. Acceptance of technically approved new models will be approved by the COR in writing by modification of the purchase order.

C.20. REIMBURSEMENT FOR UNACCEPTABLE COPIES

C.20.1. Copiers' equipment has certain performance characteristics, i.e. paper jams, malfunctions that cause unacceptable copy quality, etc. These factors are not in the control the copiers' operator but can become a noticeable expense. When such problems become evident during the course of the resultant contract, the COR shall notify the vendor regarding the situation. The vendor is required to respond within the specified time for service calls. Copies that are unacceptable shall be deducted from each machine's monthly copy count for payment. This provision is not intended to cover defects in copy quality when they are the result of operator errors (incorrect paper selection, operation of machine with insufficient toner, etc.). NOTE: All copies produced in the course of maintenance and/or repair work shall be considered as unusable copies and shall not be billed to the-government. Such copies shall be documented in writing and signed by the service technician and co-signed by the machine operator.

C.21. SITE PREPARATION

C.21.1. The government shall provide the vendor access to installation sites for the purpose of evaluating environment, power, and safety requirements prior to the scheduled installation date. To arrange for a site visit, the vendor should contact the COR. It is strongly recommended that all vendors conduct a site visit.

C.22. GOVERNMENT USAGE STICKERS/DECALS

C.22.1. Vendors should be aware that certain activities require all throughput copies to contain a margin statement similar to "Reproduced at Government Expense". Therefore, throughout the contract, the vendor may be requested to affix the government furnished imprinted stickers/decals to machine platens by key operators. The actual stickers/decals are to be provided solely by the government, and its specific placement will be directed by the key operator. There will be no charge for this service when requested during the course of a service call. It is estimated that up to 10% of the machine locations may require this.

C.23. CONTRACTOR REPORTS

C.23.1. Initial Installation Reports. The vendor will provide installations with documents of each copier placed. The document will show, at a minimum, the make, model and serial number of the machine placed, where it was delivered to, the date of delivery, and the beginning meter read. The document must be signed by the government personnel accepting the receipt of the copiers.

C.23.2. Monthly Reports. The vendor shall maintain an inventory record that identifies all equipment delivered under this contract. The inventory record will be provided to the COR monthly, by the 20th calendar day following the completion of each month and shall include:

Make and model, agency name, location and serial number of all installed equipment

Record of performed maintenance and repair

Monthly volume of copies produced by machine

Total billing for all copying/duplicating services provided under this contract during this period

Prior to the issuance of an invoice, the monthly report will be forwarded to the COR in digital and hard copy form. The digital form may or may not include the record of performed maintenance and repair.

C.23.3. Semi-Annual Reports. The vendor shall provide a semi-annual usage report to the COR for each location by machine. At this time, the contractor may opt to suggest any changes of copier volume bands due to over usage or under usage.

C.23.4. Maintenance Reports. The vendor will complete a maintenance report upon the completion of each maintenance service/repair call. Report will include time or arrival on-site; date and time of service completed; and a description of service(s) rendered. A copy of the reports will be forwarded to the COR.

C.24. METER READING REQUIREMENT

C.24.1. The vendor will manage the meter readings of each copier installed. Vendor personnel will ultimately be responsible for physically taking meter readings monthly at each copier site. Meter readings shall be taken within the first five workdays of the month for previous month's service. The only exception to the vendor physically taking the reading is if the using location(s) agree to electronically transmit of fax readings. In instances where the copier is located and cannot be accessed at the time of the reading, a meter reading may be relayed to the vendor verbally. The copy volumes collected by the vendor will contain the following data: Date, machine serial number, meter reading, an "unusable copies" count, and the number of copies used during service calls, and customer signature or printed e-mail. The vendor is required to keep documented proof of each meter reported for each copiers, whether a faxed copy, e-mail transmission, etc.

C.25. SERVICE OUTSIDE THE SCOPE OF THE CONTRACT

C.25.1. The vendor may perform only services covered in the scope of the BPA. Any requests for services outside of the terms and conditions of the BPA are not authorized for action by the vendor.

C.26. DEPLOYMENT COPIERS

C.26.1. The possibility exists that approximately 10% of organizations possessing Band I and Band II copiers may remove copiers off site during exercises or deployments. When this occurs the customers will pay for actual number of copies made as recorded upon return of copier in addition to any non-fair wear and tear that may be documented.

C.26.2. The contractor shall accept the Government Purchase card provided by VISA or a delivery order as the method of payment. The contractor shall mail invoices directly to the using organization of copiers. The contractor shall not process a transaction for payment through the appropriate clearinghouse until the customer has received the services.

C.27. DEFINITIONS

C.27.1. Newly Manufactured Equipment: All Copiers supporting equipment and software associated to operate the copiers will be new. Newly manufacture is defined as equipment that is assembled for the first time.

C.27.2. Contracting Officer Representative (COR): The COR is an assigned United States Army employee managing the contract. The COR and/or an authorized representative will be the direct point of contact for the vendor. Only the COR (or his/her authorized representative) has the authority to make requests of the vendor within the scope of the contract during the course of the contract. The vendor is not authorized to respond to requests of government personnel other than service calls and delivery of supplies. Throughout the terms and conditions of this contract, the Contracting Officer Representative or his/her authorized representative will be referred to as the "COR."